

# Retention and Classification Report

**Agency:** Department of Corrections. Lone Peak Correctional Facility (1642)

14425 Bitterbrush Lane  
PO Box 250  
Draper, UT 84020-0250  
801-576-8200

**Records Officer:** \_\_\_\_\_

85293 \*Executive correspondence  
02117 \*Resident and premises inspection records  
02120 \*Visitor's files

**AGENCY:** Department of Corrections. Lone Peak Correctional Facility

**SERIES:** 85293

1

**TITLE:** Executive correspondence

**DATES:** 1980-2014.

**ARRANGEMENT:** none

**DESCRIPTION:**

Records not duplicated elsewhere that document how the office is organized and how it functions, its pattern of action, its policies , procedures and achievements. Includes electronic mail that communicates the above.

**RETENTION:**

Permanent. Retain for 5 year(s)

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

These records have administrative, and/or historical value(s).  
Disposition is based upon the future research value of the data contained within this series.

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Department of Corrections. Lone Peak Correctional Facility

**SERIES:** 2117

3

**TITLE:** Resident and premises inspection records

**DATES:** 1989-2014.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Documents random or routine searches of inmates or residents and their rooms or cells. Includes the name of the inmate or resident, inmate/resident number, location of search, date and time of search, name of officer conducting the search and a description of any contraband found.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Resident and premises inspection records, GRS-2407.

**AUTHORIZED:** 10-01-2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 3 years and then destroy provided all grievance hearings or litigation have been resolved.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.

**AGENCY:** Department of Corrections. Lone Peak Correctional Facility

**SERIES:** 2120

3

**TITLE:** Visitor's files

**DATES:** 1986-2014.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Provides documentation of inmate visitation requests. Includes the name of the person, reason for the visit, name of inmate, date and time of visit, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Visitor's files, GRS-2393.

**AUTHORIZED:** 04-01-2000

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after release from prison and then destroy.

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Private Utah Code 63G-2-302

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 02/2015.